

Ewing Consulting Services

Human Resources Consulting

May 1, 2007

Dear Classification Study Participant:

We have prepared our preliminary findings on the classification part of our assignment. Based on input from questionnaires and interviews, we have prepared preliminary classification specifications (job descriptions) and have allocated each employee who completed a questionnaire to a specific classification. Please note this is only a preliminary recommendation.

Please remember that your description may be quite general and may relate to a wide variety of highly specialized positions. This description is designed to be a broad definition of a classification, not a position description. We are seeking your review of the description to determine whether your position seems to fit the overall definition, scope and intent of the classification. You may not find every task to directly relate to you.

You may note that the class description is divided into “Essential Duties” and “Other Duties”. This is strictly for use in compliance with the Americans with Disabilities Act. You do not need to comment on how these are determined.

It is important at this point to receive your input if you have concerns. We encourage you to complete the attached feedback form regarding the recommended classification for your position. Please remember that at this time we are only recommending the most appropriate classification for your position - not placement on the salary schedule. The salary recommendations will come following the salary survey.

Therefore, we ask you to do the following:

1. Review the classification to which you have been assigned and read the class specification carefully. A complete set of all the classification specifications is available at the Human Resources Office.
2. Determine whether you wish to appeal the recommendation of the consultant as to your classification. If you wish to appeal, complete the attached form and send it to the Human Resources Office as soon as possible, so that it is received no later than **4:00 p.m. on Wednesday, May 9, 2007**. In order for your feedback to be considered, timely submission of the form is required. If we do not receive a form from you, we will assume you are satisfied with the classification title and description.
3. Suggest any changes to the class specification you believe are appropriate. If you wish to suggest changes of wording in the specification, please forward your suggestions in writing to the Human Resources Office. If the suggested changes do not change the concept of the class, the consultant will not arrange another meeting with you, but will notify you in writing concerning your suggested changes.

Your recommended classification is attached. If you have any questions, please contact your Human Resources Office. Thank you for your cooperation.

**PARAMOUNT UNIFIED SCHOOL DISTRICT
CLASSIFICATION STUDY
FEEDBACK FORM**

DUE TO HUMAN RESOURCES BY 4:00 p.m. WEDNESDAY MAY 9, 2007
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Name _____

**Current PUSD
Classification** _____

**Ewing Consulting's
Proposed Classification** _____

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In order for your feedback to be considered, timely submission of this form to Human Resources is **required**. Forms must be received in the Human Resources Office no later than **4:00 p.m., Wednesday, May 9, 2007**.

The basis for an appeal is concern about the classification to which you have been assigned. Please check any concerns applicable:

- No Concerns Overall Class Class Title Representative Duties Requirements
- Other _____

Please attach a copy of the class description with changes noted and/or state your concern(s) below in detail: (attach additional sheets if necessary). Keep a copy of this form for your records before submitting it to HR.
